

CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION

When the disability and need for accommodation are not obvious or already known, please describe the disability and need for reasonable accommodation.

I hereby request an accommodation for the stated disability. (Be as specific as possible concerning the accommodation being requested, e.g., adaptive equipment, reader, interpreter.)

If accommodation is time sensitive, please explain:

Signature: _____

Date:

Office: _____

Position: _____ Title: _____ Series: _____ Grade: _____

